

FINDING AIDS FILE

AN INVENTORY OF THE RECORDS
OF THE
INDIANA BOYS' SCHOOL

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Indiana Commission on Public Records
140 North Senate Avenue
Indianapolis, IN 46204

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Table of Contents

Introduction

Administrative History	1
Inventory	3
Records Destroyed	10

INTRODUCTION

This inventory of the records of the Indiana Boys' School, Plainfield, Indiana, is a part of an inventorying program of the public records of the Indiana State Archives, Archives Division, Indiana State Library. The records of the Boys' School are a sub-group of the records of the Department of Corrections. This inventory gives the major series of records transferred to the Division as well as series and items destroyed.

The records of the Indiana Boys' School were transferred to the Archives Division by petition of the Superintendent of the school and approval of the State Commission on Public records. At their meeting of March 22, 1973, 589 cubic feet of inmate packets were approved for transfer and administrative and other records were authorized for transfer June 7, 1973. These records consist of approximately 615 cubic feet. Inmate packets will continue to be transferred over a regular schedule until all packets through January, 1972 are transferred. All records after that date are centrally microfilmed by the Department of Corrections.

Any records dealing with any boy admitted to the school is confidential according to Acts 1953, Chapter 266, section 12. All research in this area must be approved in writing by the Department of Corrections.

The records of this institution, 1867+, in addition to showing the operations of a reform school to correctional institution, and policies and methodologies concerning this institution, reveal development in educational training, medical diagnosis, and psychological testing from 1867 to the present. Thus, research potential exists in most areas for these materials.

ADMINISTRATIVE HISTORY: INDIANA BOYS' SCHOOL

The Indiana Constitution of 1851 (Article 9, Section 2) declared that the state should provide houses of refuge for the correction and reformation of juvenile offenders. The General Assembly took action in an act approved March 8, 1867, establishing "The House of Refuge for Juvenile Offenders." (Chapter 62, page 137) The purpose of the House of Refuge was to create a favorable setting for the correction and reformation of juvenile offenders. This was to provide a better environment for the juveniles than if they were confined with hardened criminals in a state penitentiary.

Acts 1883, Chapter 18, page 19, changed the name of the House of Refuge for Juvenile Offenders to the Indiana Reform School for Boys, because the House of Refuge was becoming more of an orphanage than a home for juvenile offenders. This Act also arranged the laws governing the Indiana Reform School for Boys so that it could truly be a reform school.

Acts 1903, Chapter 87, page 172, again changed the name, from the Indiana Reform School for Boys to the Indiana Boys' School, because the name "Reform School" carried with it a stigma which was a definite handicap to the boys that were graduated.

Acts 1903, Chapter 142, page 251, provided for the transferring of vicious and criminal boys from the Indiana Boys' School to the State Reformatory.

Acts 1913, Chapter 305, page 819, authorized the board of control, in its discretion, to discharge any boy who has attained the age of eighteen.

Acts 1919, Chapter 171, page 712, amends section 8 of Acts 1883, Chapter 18. This changes the minimum age at which a boy can be committed to the Boys' School from eight, to ten years of age.

Acts 1921, Chapter 104, page 258, requires the course of study in the Boys' School to be the same as the course of study in the corresponding grades of the public schools, using the same textbooks. It also requires all teachers at the Boys' School to be regularly licensed teachers.

Acts 1933, Chapter 132, page 749, provides that the ages for admittance to the Boys' School is over ten years, and under seventeen years of age.

Acts 1953, Chapter 266, page 944, abolishes the Board of Trustees of the Indiana Boys' School, and transfers all duties required of the Trustees, to the newly created Department of Correction. A separate Board of Parole was also created for the Indiana Boys' School.

The general supervision and government of the House of Refuge was vested in a Board of Control, consisting of three commissioners appointed by the Governor, for a term of six years. The commissioners were given the power of appointing a Superintendent, with the approval of the Governor.

The Superintendent resides at the Boys' School and has charge and custody of the buildings and other property of the institution. He also has charge of the infants committed there and the responsibility of governing them in accordance with the rules and regulations prescribed by the Board of Control.

The structure of the Indiana Boys' School was changed in 1953, when its Board of Control was abolished, and the newly created Department of Corrections took over administration of the Boys' School. A separate Board of Parole was created for the Boys' School.

At present, the Superintendent is under control of the Department of Correction, and he has the following officers under his control: Assistant Superintendent, Business Administration, Director of Social Service, Director of Psychology, Director of Education, Engineering Supervisor, Director of Cottages, Director of Counseling, Director of Cottage Recreation, Staff Physician and Chaplain.

The function of the Boys' School was to reform juvenile offenders, through education and by providing a more typical family life than the boys would get in prison. Corporal punishment was used up until 1972 at the school, in varying degrees.

The House of Refuge in 1867 purchased 225 acres of land in Plainfield. The boys worked in farming this land and also in erecting the buildings. The boys worked half of the day, and went to school the other half. In 1921, the educational facilities of the institution were by law made to follow standards set for all public schools and school teachers within the state. Considerable emphasis has been put on vocational education, and also in providing basic levels of reading and arithmetic.

Throughout its history, practically every idea about treating juveniles has been tried at the Boys' School. For information concerning these specific programs, the annual reports should be consulted.

For additional information see:

- 1) Yearbooks - State of Indiana - 1917-1950, for annual reports.
- 2) Annual reports for 1869-1916 and 1951-present, filed in the Indiana Division of the State Library.
- 3) The Program of the Indiana Boys' School, Maurice Osborn Hunt. Master's thesis at Indiana University, 1938. Published by Indiana Boys' School Printery, Plainfield, Indiana, April, 1942.
- 4) Indiana Boys' School, Oliver Albertson Hobbs. Unpublished thesis in Indiana State Library. (Not dated)
- 5) An Epidemic of Typhoid Fever With Isolation of B. Typhosus and B. Coli From the Water Supply, J. P. Simonds, M.D., 1911.
- 6) Boys' Guide or Hand Book
- 7) Officers' Rules and General Information: All of this information is available from the Indiana Division of the State Library.

The Indiana Division has a complete set of annual reports to 1951. They also have annual reports for 1961, 1963, 1967, 1970, and 1973.

INDIANA BOYS' SCHOOL

INVENTORY

1) Minute Books: 1867-1923, 1938-1953, 14 v. 36 linear inches
Minutes of the meetings of the Board of Control for the Indiana Boys' School. Reports of the Superintendent including all financial reports are included in the minutes. The minutes also contain lists of boys paroled, which were approved by the board. Minutes for the period of Oct. 1923 to Oct. 1928 are missing.

Dates covered by each volume.

1. April 23, 1867 - December 30, 1883
2. January 31, 1883 - October 31, 1891
3. November 28, 1891 - December 31, 1898
4. January 31, 1899 - July 2, 1904
5. July 30, 1904 - February 13, 1911
6. April 17, 1911 - February 12, 1913
7. March 3, 1913 - November 2, 1914
8. December 2, 1914 - March 30, 1917
9. May 4, 1917 - May 8, 1919
10. June 12, 1919 - February 3, 1922
11. March 3, 1922 - September 27, 1923
12. November 2, 1928 - February 5, 1936
13. March 5, 1936 - May 1, 1942
14. June 4, 1942 - March 11, 1953

2) Minute Book: April 14, 1953 - December 7, 1966, 1 vol. 3 linear inches
Minutes of the meetings of the Parole Board for the Indiana Boys' School. The minutes discuss individual cases concerning paroles, and also list all boys granted paroles, or those that had paroles revoked. Boys recommended for discharge are listed by reason for discharge: because of acceptable adjustment on parole, because of commitment to another institution, or due to being over twenty-one.

3) Report of Superintendent to Board of Control: 1911-1947, 1 linear inch
Monthly reports of the Superintendent to the Board of Control, on the Boys' School. Financial information, problems of the institution and parole recommendations are in these reports. The reports are included in the minute book as they were presented at the Board's monthly meetings.

4) Annual Reports: ca. 1868-1953, 61 volumes, 10 linear inches
Reports issued at the end of each fiscal year. They contain a summary of the previous year's activities, giving financial information and reports from all the departments of the Boys' School.

Number of Report	Year	Number of Report	Year
6	12-31-1872	17	10-31-1883
9	12-31-1875	18	10-31-1884
13	10-31-1879	19	10-31-1885

Number of Report	Year	Number of Report	Year
23	10-31-1889	59	9-30-1925
24	10-31-1890	60	9-30-1926
25	10-31-1891	61	9-30-1927
27	10-31-1893	62	9-30-1928
28	10-31-1894	63	9-30-1929
29	10-31-1895	64	9-30-1930
30	10-31-1896	65	9-30-1931
31	10-31-1897	66	9-30-1932
32	10-31-1898	67	6-30-1933
33	10-31-1899	68	6-30-1934
34	10-31-1900	69	6-30-1935
37	10-31-1903	70	6-30-1936
39	10-31-1905	71	6-30-1937
40	10-31-1906	72	6-30-1938
42	9-30-1908	73	6-30-1939
43	9-30-1909	74	6-30-1940
45	9-30-1911	75	6-30-1941
46	9-30-1912	76	6-30-1942
47	9-30-1913	77	6-30-1943
48	9-30-1914	78	6-30-1944
49	9-30-1915	79	6-30-1945
50	9-30-1916	80	6-30-1946
51	9-30-1917	81	6-30-1947
54	9-30-1920	82	6-30-1948
55	9-30-1921	83	6-30-1949
56	9-30-1922	84	6-30-1950
57	9-30-1923	85	6-30-1951
58	9-30-1924		

5) Record of Applications for Admission: November 20, 1928 - October 22, 1931, 1 volume $\frac{1}{2}$ linear inch.
Record of all applications for admittance. Contains information about the boy, his age, county and race, and whether or not he was admitted.

6) Correspondence: 1867-1871, 1910-1930, 1938-1941, 1949-1951, 2 cubic feet
a) 1867-1871: This correspondence concerns the beginning of the Boys' School. It contains construction proposals for the first buildings, applications for admission and letters from Governor Baker.
b) 1910-1930 ca.: Correspondence of the parole agent, contains letters from boys on parole, and letters from relatives or police concerning boys on parole.
c) 1927: Letter from Mr. Harris to Superintendent Negus, concerning anonymous complaints received by the governor about employees of the Boys' School that had been fired.
d) 1928: Insurance letters received by Perry Davis, a member of the Board of Control, from similar institutions in the state, relating the extent of their insurance coverage.
e) 1938-1941: Correspondence of P.W.A. projects done at the Boys' School. Correspondence between the superintendent or the engineer with the contracting companies. There was a labor strike during this construction and also a court case developed from a problem on this project.

f) 1929, 1949-1951: Correspondence of the superintendent with other institutions, other companies concerning bids, job inquiries, Division of Public Works and Supply, Retirement Fund, and with the Boys' School staff.

7) Boys Packets: 1868-1962 589 cubic feet Boys numbered 1 - 23,678
Admittance dates: January 23, 1868 - December 28, 1962.

The boys packets are a file for each boy which contains all information concerning each boy while he was at the Boys' School. This information includes the commitment papers, intelligence tests, medical records, reports on the boy's family and his history, progress reports and activities while in the school, placement information and parole papers. Some packets have been purged by orders of the Circuit Court after the inmate was later found to be innocent of any crime.

8) Commitment Record: 1868-1926, 16 vols. 41 linear inches.

Upon admittance, each boy is entered in the commitment record book, and assigned a number. Boys are listed chronologically and by number. The volume contains information about the boy's parentage, education, health and previous employment. The boy's home county is given as well as information concerning any escapes, returns, arrests, or releases.

Dates and information of each volume.

1.	January 23, 1868 - December 25, 1876	Boys numbered 1 - 866
2.	January 3, 1877 - January 11, 1883	867 - 1756
3.	January 11, 1883 - December 29, 1886	1757 - 2463
4.	January 8, 1887 - January 1, 1889	2464 - 2820
5.	January 2, 1889 - June 3, 1892	2821 - 3513
6.	June 4, 1892 - November 17, 1896	3514 - 4227
7.	November 21, 1896 - April 13, 1900	4228 - 4861
8.	April 13, 1900 - April 1, 1903	4862 - 5499
9.	April 8, 1903 - April 21, 1906	5500 - 6143
10.	April 21, 1906 - December 26, 1908	6144 - 6781
11.	December 26, 1908 - April 16, 1910	6782 - 7419
12.	April 17, 1911 - April 18, 1914	7420 - 8057
13.	April 18, 1914 - December 16, 1916	8058 - 8695
14.	December 19, 1916 - January 13, 1919	8696 - 9320
15.	January 14, 1919 - April 29, 1921	9321 - 9942
16.	April 30, 1921 - September 21, 1926	9943 - 11,179

9) Inmates Descriptive Book: 1868-1914 2 vols. 4 linear inches

A complete physical description of each inmate admitted. The description includes the boy's height, age, eyes, hair, build, special marks, and complexion. The boy's origin or nationality is usually given.

Dates covered by each volume.

1.	January 23, 1868 - April 27, 1908	Boys numbered 1 - 6614
2.	April 28, 1908 - January 20, 1914	6615 - 8019

10) Out and In Book: 1868 - 1942, 5 vols., 14 linear inches

Daily listing of boys in the institution at any one date. It shows when any boy was admitted, discharged, escaped or returned. Gives the number of boys in the school at all times.

Dates covered by each volume.

1. January 1, 1868 - November 1, 1886
2. November 1, 1886 - August 25, 1902
3. August 25, 1902 - September 30, 1919
4. October 1, 1919 - June 30, 1932
5. July 1, 1932 - June 30, 1942

- 11) Report of Admissions and Discharges: July 1933 - June 1938 $\frac{1}{4}$ linear inch.
Monthly reports of admissions and discharges. Summary of the boys' crimes and a family history is given for each boy admitted.
- 12) Medical Records: (1933 - 1937) - 1945, 2 cubic feet
Alphabetical file of medical cards, including physical and dental examinations. This is a record of each visit by the boy to the doctor and what his treatment was.
- 13) Hospital Record: January 1, 1914 - December 27, 1939. 1 vol. 2 linear inches
A record of all boys admitted to the hospital. The dates admitted and discharged are given as well as the diagnosis of the boy's disease. Also given is where the boy was discharged to: either back to his company, to an outside hospital, or if he died, this is stated.
- 14) Parole Book: ca. 1905 - 1915 1 volume 1 linear inch
Index for boys paroled, boys are listed under the town to which they were paroled. The boy's age, the date when they are 21 years old, and date released is given. Some information about the boy's parentage is also given.
- 15) Superintendents Record: 1868 - 1901, 1913 - 1917 3 vols. 8 linear inches.
Superintendents record of the standing of inmates. It gives the badges for various offenses and shows how the boy progresses in removing the badges.
- 16) Merit Record: 1901 - 1912, 1 vol. 2 linear inches
Record of merits earned by each boy for each month. Shows the progression of the boys' behavior. This volume is a record of behavior for the years when there is no Superintendent's Record books for the behavior of the inmates.
- 17) Department Record: 1898 - 1908, 1920 - 1954, 11 vols, 7 linear inches
Volumes contain the daily record of merits for every boy. The boys' number of merits are given for each day. Contains comments on the boys' weekly behavior.

Dates of each volume

1. January 1898 - April 1900
2. May 1900 - August 1901
3. July 12, 1901 - June 1903
4. July 12, 1901 - March 1904
5. July 3, 1903 - June 1905
6. May 1904 - April 1906
7. November 1904 - July 1908
8. July 1920 - November 1922
9. September 30, 1921 - January 1928
10. November 1927 - August 31, 1933
11. February 1928 - September 1954

18) Report of Manual Training Shop: November 1897 - September 1900, 1 vol.
1 linear inch

Monthly reports of the Manual Training Shop for the forenoon and the after-noon classes. This volume gives information on the boy's behavior, and tells his grade and number of models finished each month.

19) Index to Boy's Names: 1868-1931, 2 volumes, 4 linear inches.

Alphabetical listing of boys admitted, showing the boys name, number, and county. Indexed A-Z with each letter in order of admittance date and boy's number.

Dates of each volume:

1. January 23, 1868 - February 28, 1903 Boys numbered 1 - 5482
2. March 6, 1903 - August 4, 1931 Boys numbered 5483 - 12416

20) Journals: 1867 - 1914, 12 vols., 40 linear inches.

Complete fiscal information of all expenditures of the Boys' School. These are listed by accounts for each month. All financial information is contained in these volumes.

Dates of each volume

1. March 20, 1867 - May 31, 1879
2. June 1, 1879 - August 31, 1883
3. August 13, 1883 - July 31, 1887
4. July 1, 1887 - August 5, 1890
5. August 5, 1890 - May 23, 1893
6. May 29, 1893 - July 29, 1896
7. August 1, 1896 - July 27, 1900
8. August 1, 1900 - August 31, 1904
9. August 13, 1904 - December 21, 1906
10. December 2, 1906 - January 1909
11. February 1909 - September 1911
12. October 1911 - September 1914

21) Journal: September 12, 1933 - November 30, 1942, 1 vol., 1 linear inch

Various accounts of the Boys' School, such as accounts paid from contingent fund to save discount, discounts lost, and Rotary Fund. This volume differs from the other journals in that it was used for only a few accounts, and thus is not complete as are the other journals.

22) Ledger: June 30, 1934 - June 30, 1936., $\frac{1}{2}$ linear inch.

Contains various accounts of the Boys' School, such as general fund, earnings, interest, bonds, Rotary Fund. Sales, emergency contingent fund, and contingent.

23) Expenditure Estimates: 1931-1936, 1/8 linear inch.

Biennial estimates of expenditures for the Boys' School. This includes estimates for all accounts and departments of the school. Contains super-intendents explanation for the money he is asking for.

24) County Accounts: 1881-1891, 1895-1912, 3 vols. 10 linear inches.

Shows the amount of money paid by the counties to the State of Indiana for support and maintenance of the boys that come from each county. Boys are listed under the county that they come from.

Dates of each volume:

1. November 1, 1881 - 1891
2. May 1, 1895 - 1909
3. July 1909 - April 1912

25) Account Book: 1902 1 vol., $\frac{1}{2}$ linear inch.
Alphabetical arrangement of different accounts, for the year 1902.
The accounts are for the day by day running of the Boy's School.

26) Receivable: March 19, 1878 - April 22, 1897, 1 vol., $\frac{1}{4}$ linear inch.
List of bills received and when they were paid. Records who the bill is from, when it was due, and the amount due.

27) Invoices: 1867 - 1874, 1/3 cubic feet
The earliest invoices of the Boys' School, reflecting its early development. These invoices show the quantity and cost of the first purchases made by the school.

28) Schedule Book: 1880 - 1900, 1 vol., 2 linear inches.
Record of vouchers issued by the Boys' School. The vouchers are listed by the different accounts. Who the voucher was issued to and for what amount are also recorded.

29) Estimate of Purchases: 1924 - 1928, 1933; 49 vols. 8 linear inches.
Monthly booklet estimating supply purchases of the Boys School.
Supplies estimated are for clothing, food, school, hardware, blacksmith shop, painters, and plumbers.

30) Inventory: Oct. 1, 1905 - October 1, 1910, October 1, 1927 - 1946; 26 vols. 11 linear inches.
Yearly inventory of the amount of materials and their value in each department of the Boys' School. The inventory lists equipment and supplies for every department, and also contains inventories for all cottages and school rooms.

31) Clothing Requisitions: 1916-1918, $\frac{1}{4}$ linear inch
Samples of clothing requisitions, containing information as to how much and what kind of clothing the boys were issued. The boy's name and number, and the number of his company are given.

32) Farm and Garden Record: 1915- 1916, 1/8 linear inch
A record of all farm, garden and dairy products produced at the Boys' School from Oct. 1, 1914 to Sept. 30, 1915, the quantity, rate, and value is given for each product.

33) Time Book: 1912-1939, 7 vols. 15 linear inches
Monthly accounts of the days worked by each employee. Information given for each employee is the title of his job, his rate of pay, and how much he was actually paid each month.

Dates of each volume.

1. October 1912 - September 1915
2. October 1915 - September 1919

3. October 1919 - September 1923
4. October 1923 - September 1927
5. October 1927 - September 1931
6. October 1931 - September 1935
7. June 1935 - June 1939

INDIANA BOYS' SCHOOL

Records Destroyed

The volume of the records destroyed amounts to approximately 10 cubic feet.

- 1) Out and In Books: 1868-1886, 2 vols.
Both of these volumes were exact duplicates of Out and In Book Vol. 1 that was kept.
- 2) Parole Book: 1905-1915, 3 vols.
These volumes were exact duplicates of the parole book that was kept.
- 3) Check Stubs: 1900-1903, 3 vols.
The check stubs were destroyed because all information pertaining to them is contained in the Journals which have been kept.
- 4) Day Book: 1911, 1 vol.
Contained different accounts of the Boys' School, but this information is duplicated in the Journals.
- 5) Ledgers: 1877-1912, 9 vols.
Contained different accounts of the Boys' School, but this information is duplicated in the Journals.
- 6) Invoices: 1906, 1 vol.
Various monthly financial reports made to the Superintendent, but they were destroyed because the information is duplicated in the Journals.
- 7) Money Book: 1905-1909, 4 vols.
A register of receipts, these were destroyed because the information is duplicated in the Journals.
- 8) Package Books: 1902-1907, 1933-1945, 11 vols.
A list of packages received by inmates, these were destroyed because they contained no pertinent historical or research material.
- 9) Record of Measles: 1901-1902, 1 vol.
An incomplete record of boys receiving measles vaccinations. This was destroyed because it contained no pertinent historical or research material.
- 10) Books concerning the mail: 1910-1932, 2 vols.
A record of mail sent out by each boy, these were destroyed because they contained no pertinent historical or research material.
- 11) List of Accounts: 1940-1942, 1 vol.
An incomplete list of accounts of the Boys' School, this was destroyed because it contains no pertinent historical or research material.
- 12) Supplies and Clothing Record: 1896, 1 vol.
A record of the supplies and clothing issued, this was destroyed because it contained no pertinent historical or research material.
- 13) Monthly pay roll deductions and employment record: 1942-1946, 2 vol.
A list of monthly pay roll deductions and employment record, these were destroyed because they contained no pertinent historical or research material.

- 14) Miscellaneous Record Book: 1912-1919, 1 vol.
Miscellaneous records, consisting of visitor records, duplicate Christmas packages returned and a list of postage paid, this was destroyed because they contained no pertinent historical or research material.
- 15) Boys Daily Cash Book: 1904-1905, 1911-1912, 2 vols.
A record of the money given to each boy, and for what reason, these were destroyed because they contained no pertinent historical or research material.
- 16) Account Book: 1932-1938, 1 vol.
Accounts for the different funds of the school, such as Band Fund, Herald Fund, Wood Fund, Recreational Fund. This was destroyed because it contained no pertinent historical or research material.
- 17) Stewards Book: 1883-1887, 1 vol.
A list of stores received and issued, this was destroyed because it contained no pertinent historical or research material.
- 18) Store Room Record: 1918-1925, 1 vol.
A record of the quantity of supplies in the storeroom, this was destroyed because it contained no pertinent historical or research material.
- 19) Purchase Book: 1915-1921, 1 vol.
A record of purchases under various accounts, this was destroyed because it contained no pertinent historical or research material.
- 20) Visitors Record: 1913-1939, 2 vol.
A record of visitors to the Boys' School, these were destroyed because they contained no pertinent historical or research material.
- 21) Check Register: 1904-1936, 7 vol.
A record of checks written by the Boys' School, these were destroyed because they contained no pertinent historical or research material.
- 22) Cash Book: 1902-1945, 5 vol.
A record of the dates and type of each payment made, these were destroyed because they contained no pertinent historical or research material.
- 23) Voucher Records: 1914-1936, 5 vol.
A record of all vouchers, these were destroyed because they contained no pertinent historical or research material.
- 24) Record of Appropriations and Disbursements: 1923-1945, 1 vol.
A record of regular and additional appropriations as well as disbursements. These were destroyed because they contained no pertinent historical or research material.
- 25) Index: Date unknown, 1 vol.
An index containing no identification as to what it was for. This was destroyed because it contained no pertinent historical or research material.
- 26) Matrons Grocery Account: 1938-1940, 1 vol.
Monthly grocery accounts, this was destroyed because it contained no pertinent historical or research material.

27) Alcohol Reports: 1949-1950

Reports of alcohol used by the Boys' School, these were destroyed because they contain no pertinent historical or research material.

28) Daily Population Reports: 1933-1938

A record of the daily population of the Boys' School, these were destroyed because the information is duplicated in the Out and In books.

29) Invoices: 1910-1930

Invoices and supplemental correspondence, these were destroyed because they contained no pertinent historical or research material.